



Defense Travel System



Overview

- ◆ DoD Travel Process
 - ❖ Authorization
 - ❖ Reservation
 - ❖ Vouchering
- ◆ Global Defense Travel System
- ◆ Benefits of DTS



The DoD Travel Process

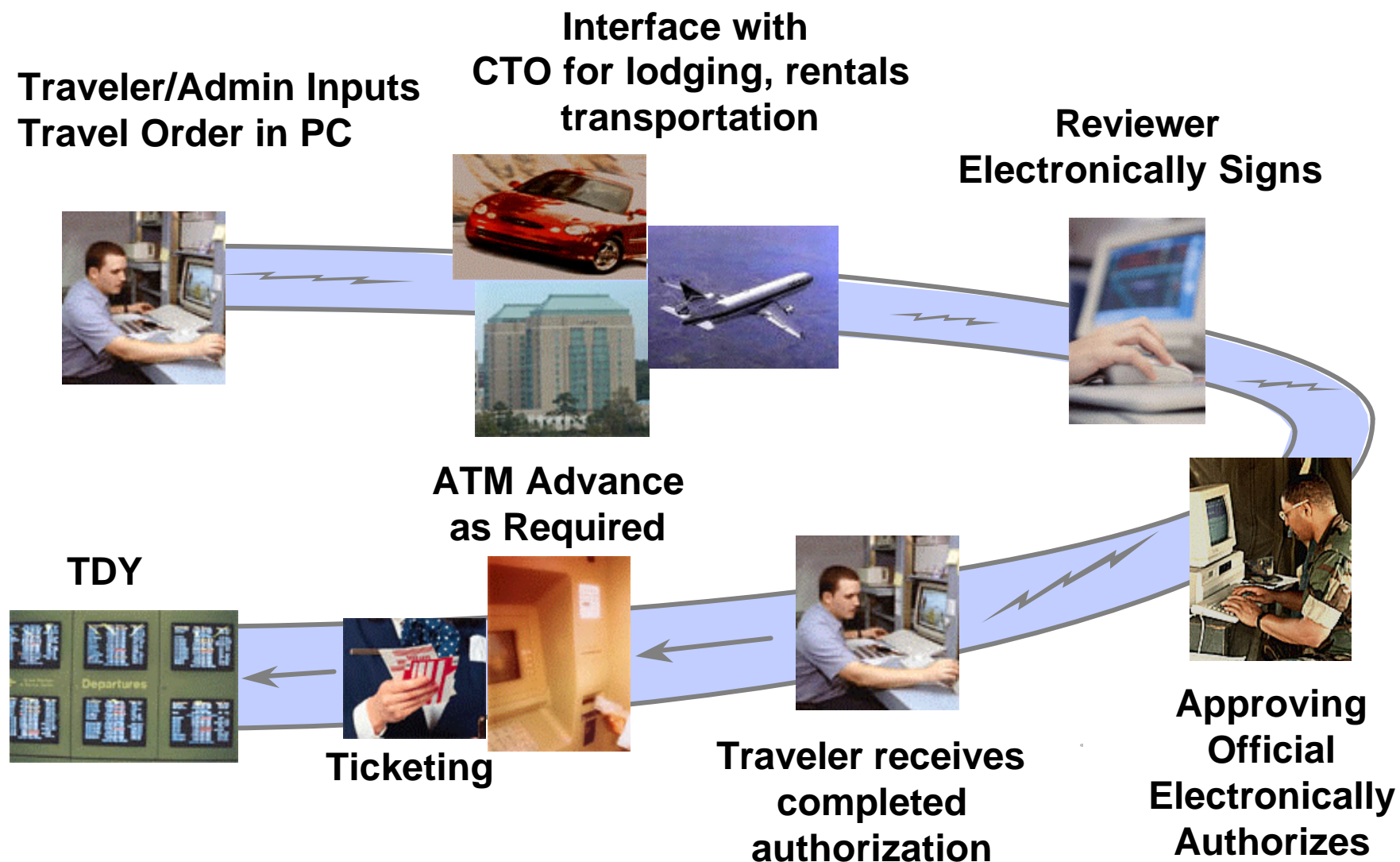
3 Phases:

- ◆ Authorization--Replace Paper Travel Orders
- ◆ Reservations--Desktop Access to Travel Agent and Commercial Reservation System
- ◆ Vouchering--EDI to DOD Financial Systems

DTS Seamlessly Automates the Process



DTS Authorization and Reservations



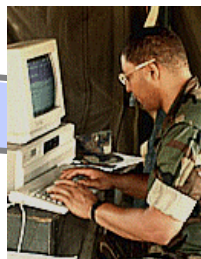


DTS Vouchering

**Traveler Enters
SSN, Finishes
Voucher**



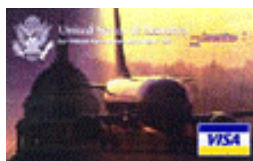
**Management
Reviews
& Approves**



**Electronically
sent to
Finance for
Processing**



**Traveler Pays
GTC Bill**

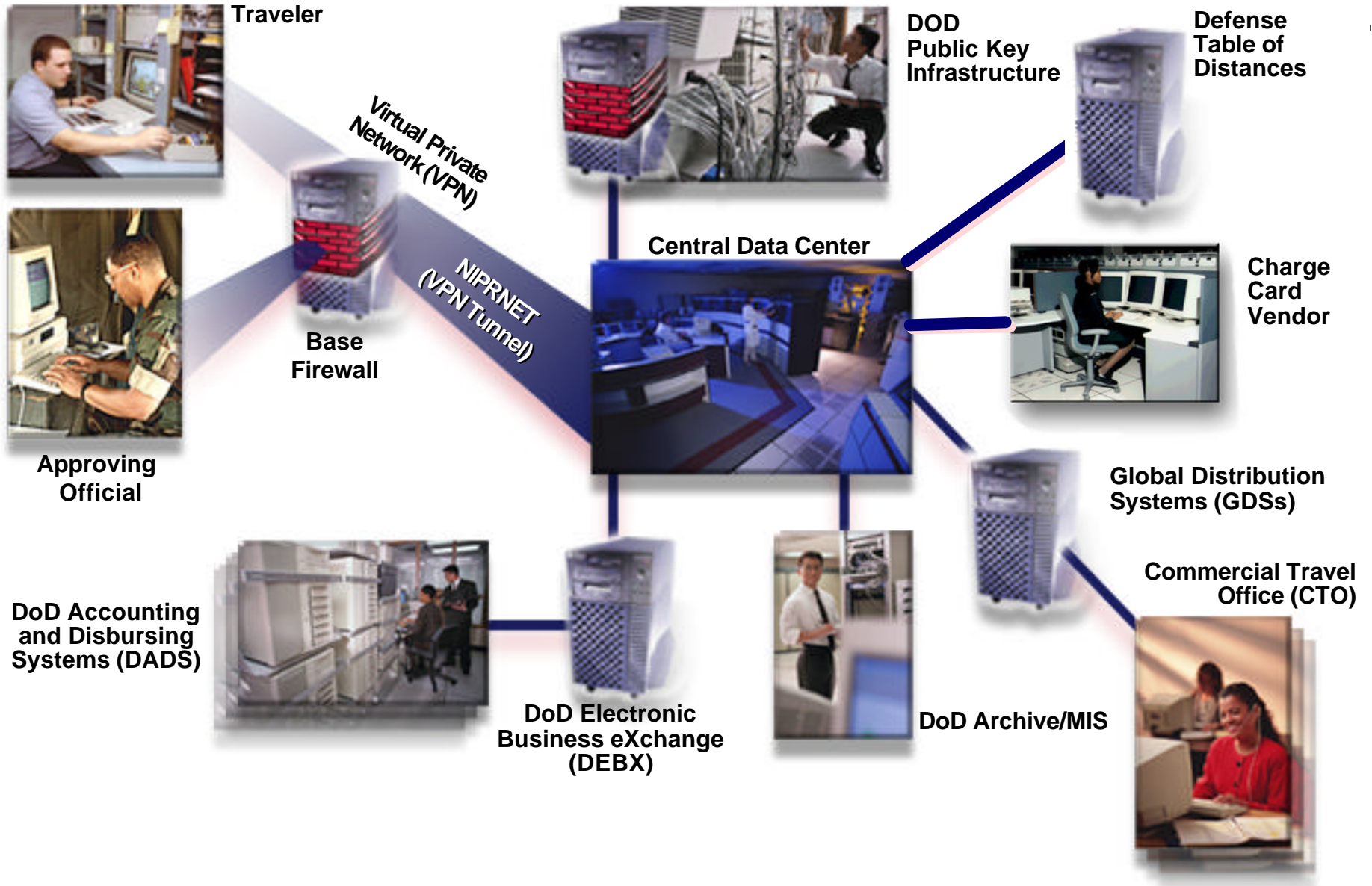


**Funds Sent EFT
to Bank/Credit Union or
“Split” Pays to Government
Travel Card (GTC)**





Global DTS





Benefits of DTS

- ◆ An end-to-end solution...
 - ❖ Re-engineered travel process requires only 7 steps
 - ❖ Approvals are routed and signed electronically
- ◆ Authorization:
 - ❖ Expected costs are calculated based on JTR/JFTR and official per diem meal and lodging allowables
 - ❖ Audit features identify exceptions to DoD policy and facilitate on-line justification, before the request routes to the approvers
 - ❖ Approvals handled by supervisors, who are most knowledgeable about mission needs



Benefits of DTS (continued)

◆ Reservations:

- ❖ DTS provides live availability data from the global distribution system (GDS)
 - Flight schedules, fares
 - Commercial lodging
 - Rental cars
- ❖ Traveler selects travel arrangements and, in many cases, automatically confirms the reservation without a travel agent's assistance
- ❖ Comments can be sent to the travel agent electronically



Benefits of DTS (continued)

◆ Vouchering:

- ❖ Voucher is created by updating the approved authorization with actual expenses
- ❖ Once the supervisor approves, payment to traveler's bank account and/or Government charge card is made within 3 days
- ❖ DTS submits trip records electronically to the DoD Archive/MIS without requiring user action



Defense Travel System

For more information, please go to
www.defensetravel.osd.mil